



United States Department of the Interior

FISH AND WILDLIFE SERVICE

Washington, D.C. 20240

IN REPLY REFER TO:

FWS/DF

Memorandum

MAY 24 2002

To: Service Directorate

From: *Acting* Assistant Director – Business Management and Operations

Subject: Revised FWS Integrated Charge Card Program Guidance

The attached Integrated Charge Card Program Guidance has been updated to incorporate recent policy and procedural changes implemented by the Department of the Interior since the Department's May 2000 release.

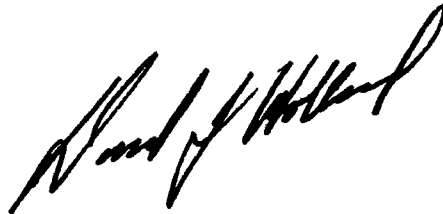
Some significant changes include:

- Mandatory computer based web accessible supervisory/approving official training developed by the Department,
- Revised requirements for charge card statement review and supervisory approval including a checklist to assist in the approval process,
- Mandatory use of the charge card for all travel expenses as the Travel and Transportation Reform Act no longer provides an exemption for non-frequent travelers,
- Procedures for reinstatement of charge cards with purchase and travel/purchase authority,
- Mandatory use of business office addresses for cardholders with purchase authority due to FOIA requirements, and
- Statement review and approval processes for fleet charge cards.

The attached Guidance with highlights of changes is effective upon issuance and supercedes any earlier guidance. Guidance Attachments 1-10 were electronically transmitted and are available at Regional Finance Offices.

For your convenience, also attached is a sample of a form letter to be received by each supervisor within the Service. The letter officially appoints each supervisor as a reviewing official and assigns specific responsibilities. It also establishes a training requirement which can be completed via a web-based training application. The letters are planned for mailing in early June. Please advise supervisors of the forthcoming letter. If a letter is received in error, the Regional Charge Card Coordinator should be notified.

Questions regarding the attached guidance may be directed to the Service Charge Card Coordinator, Randy Van Pelt, at 303-984-6806.

A handwritten signature in black ink, appearing to read "Randy Van Pelt". The signature is written in a cursive, flowing style with a large initial "R" and "V".